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## HEALTH & FAMILY WELFARE DEPARTMENT

### NOTIFICATION

The 16th November, 2015

No.24474–DC&MA(DC)-08/2015/H.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Odisha is pleased to make the following rules regulating the method of recruitment and conditions of service of Junior Clerks-*cum*-Typist in the offices subordinate to the Drugs Controller, Odisha, namely :—

#### 1. Short Title and Commencement :

- (1) These rules may be called the Odisha Ministerial Services (Method of Recruitment and Conditions of Service of Junior Clerks-*cum*-Typist in the offices subordinate to the Drugs Controller, Odisha) Rules, 2015.
- (2) They shall come into force on the date of their publication in the *Odisha Gazette*.

#### 2. Definitions:

- (1) In these rules, unless the context otherwise requires, —
  - (a) “Commission” means Odisha Staff Selection Commission;
  - (b) “Committee” means Departmental Promotion Committee constituted under these rules;
  - (c) “Government” means the Government of Odisha ;
  - (d) “Ministerial Service” shall have the same meaning as assigned to it under rule 29 of the Odisha Service Code;
  - (e) “Persons with Disabilities” means a person who has been granted with a Disability Certificate by the Competent Authority as per provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Odisha Rules, 2003 ;
  - (f) “Range Offices” means the office of range Drugs Inspectors headed by the Drugs Inspector of the concerned range ;

- (g) "Recruitment Examination" means the Competitive Examination conducted by the Staff Selection Commission, Odisha for appointment to the post of Junior Clerk-cum-Typist in the Offices to the Drugs Controller, Odisha ;
- (h) "Scheduled Castes and Scheduled Tribes" means such Castes and Tribes as notified from time to time by the President of India under Articles 341 and 342 of the Constitution of India;
- (i) "SEBC" means the Socially and Educationally Backward Classes of citizens other than the Scheduled Castes and Scheduled Tribes as may be specified by the Government from time to time;
- (j) "Select list" means the list of persons prepared and published by the Commission;
- (k) "Year" means the Calendar Year;
- (l) "Zonal Offices" means offices of Zonal Deputy Drugs Controller headed by the Zonal Deputy Drugs Controller of the concerned zone; and
- (m) All other words and expressions which have been used in these rules but not specifically defined in these rules shall have the same meaning as respectively assigned to them in the Odisha Service Code.

### **3. Constitution of service:**

The Service shall consist of the posts of Junior Clerk-*cum*-Typist in the offices subordinate to the Drugs Controller, Odisha and shall form a single cadre.

### **4. Method of Recruitment:**

Recruitment to the posts of Junior Clerk-*cum*-Typist shall be made by direct recruitment through Competitive Examination to be conducted by the Commission to the extent of 90% of the total cadre strength as per the standard and syllabus specified in Appendix and remaining 10% by promotion from among the Group-D employees possessing qualification as prescribed for Junior Clerk-*cum*-Typist.

### **5. Eligibility of candidates for direct recruitment:**

A candidate, in order to be eligible for appearing in the competitive examination for the post of Junior Clerk-*cum*-Typist shall—

- (a) be a citizen of India ;
- (b) have passed +2 in Arts / Science / Commerce or possessed such other qualification as are equivalent to +2 Examination with basic computer skill ;
- (c) be not less than 18 years and not more than 32 years of age on the first day of January of the year ;
- (d) be of good character ;
- (e) be of sound health, good physique and active habits and free from organic defects or bodily infirmity ;

Note : This condition is not applicable in case of Physically Handicapped candidates.

- (f) not have more than one spouse living,

(g) be able to speak, read and write Odia and have—

- (i) passed M. E. School examination with Odia as language subject ; or
- (ii) passed Matriculation or equivalent examination with Odia as a medium of examination in non-language subject ; or
- (iii) passed in Odia as language subject in the final examination of Class VIII or above ; or
- (iv) passed a test in Odia in M. E. School standard conducted by School & Mass Education Department.

#### **6. Select List:**

- (1) The list of successful candidates drawn in order of merit shall be published in the Notice Board of the Commission.
- (2) The Commission shall forward the list of the successful candidates to the Appointing Authority according to the requirement received earlier for the purpose.
- (3) The select list so prepared by the Commission shall remain valid for a period of one year from the date of approval by the Appointing Authority.
- (4) The Appointing Authority shall issue appointment orders in respect of the selected candidates posting them in the respective Range Office or Zonal Office as the case may be where vacancy is available.

#### **7. Promotion:**

- (1) No Group D employee shall be promoted to the post of Junior Clerk-*cum*-Typist unless he has given willingness to that effect in writing and has put in minimum of 5 years of continuous service and has passed +2 examination in Arts/ Science/Commerce or such other examination as are equivalent to +2 Examination recognised by the Council of Higher Education, Odisha having basic computer skill.
- (2) The Heads of Range/Zonal Offices shall every year furnish the list of eligible Group-D employees along with their service particulars to the Appointing Authority.
- (3) The committee shall take into consideration the service records of the employees. If nothing adverse is found in the service records, the employee concerned shall be treated to have a clean career of service.
- (4) A viva voce test shall be conducted by the Committee for the purpose along with a test to know that the candidate has basic computer skill.
- (5) The Committee shall fix full marks as well as qualifying marks for the viva voce test and basic computer skill.

## 8. Constitution of Committee:

- (1) To select the Junior-clerk-*cum*-Typist from among Group-D employees there shall be a Committee as indicated below:
  - (a) Drugs Controller, Odisha - Chairman
  - (b) Deputy Drugs Controller(Administration) - Member
  - (c) Deputy Secretary/Under Secretary to Government  
Health & Family Welfare Department  
In-charge of the concerned Section. - Member
- (2) The Committee shall meet at least once in a year to consider the suitability of eligible employees for promotion to the post of Junior Clerk-*cum*-Typist and accordingly prepare a list of such employees having regard to the provisions of the Odisha Civil Services (Zone of Consideration) Rules, 1988, Odisha Civil Services (Criteria for Promotion) Rules, 1992 and the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.
- (3) The list so prepared shall remain valid for one year from the date of its approval by the Appointing Authority.

## 9. Gradation List:

- (1) The Gradation List of direct recruits of Junior Clerk-*cum*-Typist shall be prepared on the basis of their position in the Select List prepared by the Commission.
- (2) The direct recruits of a year shall take rank below the persons appointed by way of promotion during that year.
- (3) The Drugs Controller, Odisha shall issue appointment orders strictly in accordance with the Select List against the vacancies available in the cadre in any Range Office/ Zonal Offices.

## 10. Probation:

- (1) All persons appointed to the service shall be on probation for a period of two years with effect from the date of appointment.
- (2) The Appointing Authority may terminate the services of a direct recruit or revert a promotee to the post from which he has been promoted or extend the period on probation for such further period as he may consider necessary, if during the period of probation the candidate's work or conduct is found to be unsatisfactory or there exists reasons to believe that the candidate may not become efficient.
- (3) The following period shall not be counted towards the period of probation:—
  - (i) Period of extraordinary leave
  - (ii) Period of unauthorized absence
  - (iii) Any other period during which the candidate is not on actual duty.

**11. Confirmation:**

A probationer after completing the period of probation to the satisfaction of the Government shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

**12. Reservation:**

Notwithstanding anything contained in these rules, reservation of vacancies or posts, as the case may be, for,—

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provision contained in Odisha Reservation of Vacancies in Posts and Services (For Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules framed thereunder, and
- (b) Persons with disabilities / Ex-Servicemen / Sportsmen / Women / S.E.B.C. shall be made in accordance with the provisions made under relevant Act or rules framed, Notifications, Resolutions or instructions issued in this behalf by the Government from time to time.

**13. Relaxation:**

Where the Government are of the opinion that it is necessary or expedient to do so in the public interest, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules in respect of any class or category of persons.

**14. Interpretation:**

Any questions arises relating to interpretation of these rules, it shall be referred to the State Government whose decision thereon shall be final.

By Order of the Governor

A. AHUJA

Principal Secretary to Government

**APPENDIX**

(See rule 4)

**Standard and Syllabus for Examination**

The Competitive Examination shall be conducted consisting of the following subjects carrying 350 marks as shown against each:-

**1. Objective Language Test : - 100 marks (1 hr.)**

[50+50=100 marks (English and Odia)]

**(A) Question to test English - 50 marks**

(a) Letter writing - 15 marks

(b) One Odia passage to be translated into English. - 15 marks

(c) English Grammar- 20 marks

(i) Correct use of tense

(ii) Correct use of preposition

(iii) Correct use of articles

(iv) Correct use of verbs and its agreement

(These questions shall consist a series of sentences with blanks and a group of verbs, prepositions, etc. against each sentence and the candidates shall be required to tick off the correct verb, preposition, article or tense as the case may require)

**(B) Question to test Odia - 50 marks**

(i) Odia Grammar (objective type) - 20 marks

(ii) Translation (one English passage to be translated into Odia) - 15 marks

(iii) Essay writing - 15 marks

**NOTE** -The standard of examination in English and Odia will be equivalent to +2 Examination.

**2. General Knowledge – 100 marks(1hr.)**

Knowledge of current event and such other matters of every day observation and experience as may be expected from an educated person.

**3. Mathematics (3 hours duration)- 100 marks (1hr.)**

[under this, there will be a series of questions in practical Mathematics required for day-to-day. The questions would be such as to test candidate's ability to work out Fractions, Decimals, Percentage, Average, Simple and Compound interest, Rates and Taxes, Insurance, Profit & Loss, Mixture, Partnership, Problems on Time and Work and Time &Distance].

**4. The test in computer skill – 50 marks (30 mints.)**

There shall be a test on basic computer skill to know that the candidates have fair knowledge in computer application.